

## **PMPA Pool Office Manager Position Job Description**

### **Background**

Palmerton Memorial Park Association is a non-profit organization created for the benefit of the residents of the Palmerton, Pa area in memory of Veterans who serve in the military during WWI and WWII. The PMPA facilities consist of a swimming complex with 90' x 225' swimming pool and baby wading pool, associated bathhouse with office and refreshment stand, a small pavilion, a picnic grove with a large pavilion, and a wooded nature trail surrounding the facility on 18 acres of woodland.

### **Position Requirements**

- High School Diploma or equivalent
- PA State Police Background Check
- FBI Fingerprint Check
- 10 panel drug/alcohol test (once every 5 years and randomly as requested by insurance/board)
- Current American Red Cross Lifeguard Certification, CPR and First Aid Certification
- Ability to obtain Life Guard Trainer Certification (Strongly Preferred)
- Make bank deposits after nightly closings

### **Knowledge, Skills, Abilities**

- Proven leadership experience in managing people and facilities for daily pool operations
- Possess basic business knowledge, with good oral and written communication skills
- Responsible for inputting and maintaining data in the Point of Sale (POS) system (Clover)
- Responsible for all aspects of the membership software system (Gym Assistant) such as maintaining membership data entry
- Plans and formulates weekly work schedules and rotation schedules for the office staff, refreshment stand and lifeguards
- Recruits, hires, trains, supervises and evaluates office staff, refreshment stand and lifeguards
- Responsible for overseeing operation of the pool office, refreshment stand, and rental/scheduling of pavilion facilities
- Coordinates staff in development and implementation of aquatic programs such as swimming lessons, water aerobics and special event days
- Responds to all membership inquiries and customer complaints in a timely and courteous manner
- Directs patrolling of the pool and enforcement of health, safety, pool rules and regulations
- Performs a variety of miscellaneous duties such as answering phone, typing, correspondence, running errands, ordering and obtaining supplies, and maintaining inventory needed for pool office and refreshment stand
- Maintains presence during pool operating hours in conjunction with the Maintenance Manager
- Responsible for preparation of office and refreshment stand opening and closing at the beginning and end of operating season
- Ability to perform and understand the monitoring of pool water chemistry through taking and testing of water samples in coordination with the Maintenance Manager.

**Schedule**

- Part time work schedule from March thru April, Full time from May thru Mid September
- Typically 40 – 50 hours per week during swimming season
- Working supervisory position requiring weekend and holiday work

**Physical Demands**

- Reach with upper and lower body, and hands and arms
- Occasionally lift and/or move up to 25 pounds
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision and depth perception
- Frequently works in outside weather conditions, including heat and humidity